

**Student Financial Services**

# **MANAGE YOUR ACCOUNT (AUTHORIZED USER)**



# Step 1

- Find the email from [webfees@csusb.edu](mailto:webfees@csusb.edu) and click on the URL to access your account for the first time

Cody Coyote has created an account for you at CSU San Bernardino



webfees@csusb.edu  
To joecoyote@gmail.com

Cody Coyote has created an account for you at CSU San Bernardino

Your new login information is:

Parent PIN: Joe-Coyote

Password: KGbgqm4ar

To access the account, please click the link below.

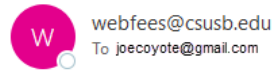
<https://commerce.cashnet.com/csusbpay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

# Step 2

- Enter your **username** (parent pin) and **password**, both located in the email
- Click **sign in**

Cody Coyote has created an account for you at CSU San Bernardino



Cody Coyote has created an account for you at CSU San Bernardino

Your new login information is:

Parent PIN: Joe-Coyote  
Password: KGBgqm4ar

To access the account, please click the link below.

<https://commerce.cashnet.com/csusbpay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

**User name**

Joe-Coyote

**Password**

••••••••

Sign in

[Forgot password](#)

# Step 3

- You will be prompted to **create** a new password
- Save or make note of your **password**, as this is the password you will use every time you log in to make a payment
- You can choose to leave the **bottom box** checked or uncheck it
- Click **sign in**

## Create a new password

\* Password

*At least 8 characters, with 3 letters, and 2 non-letters*

\* Confirm password

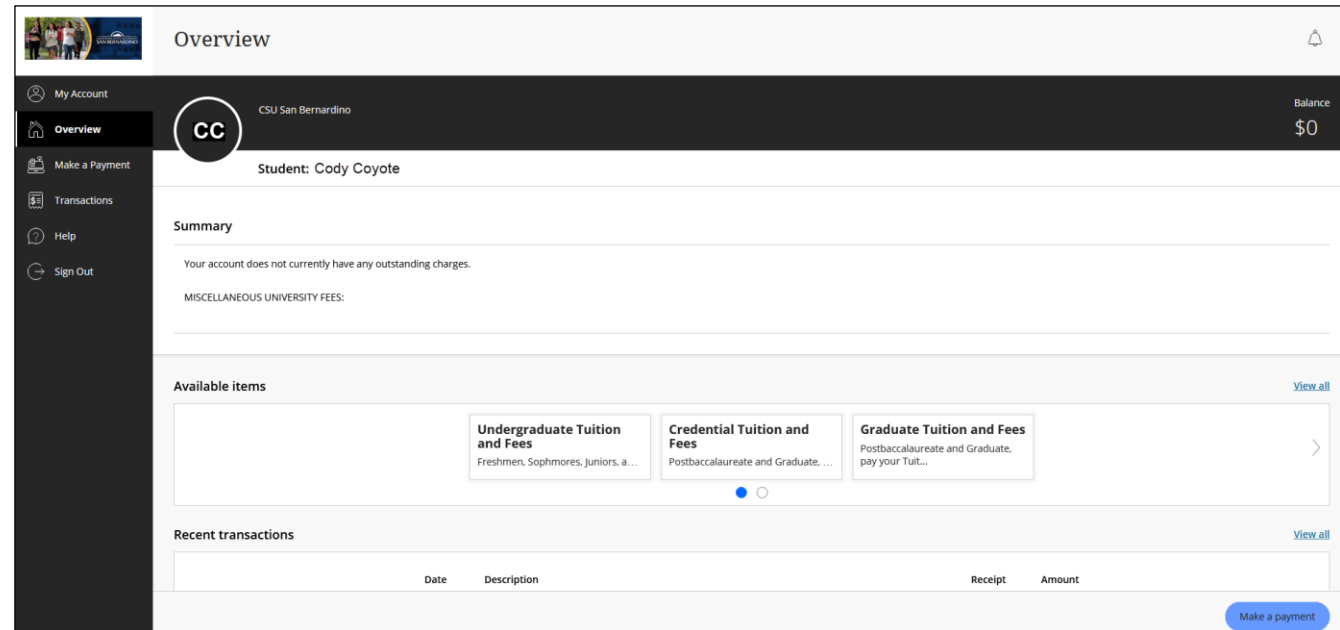
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Email me about this student's...

☒ Payment plans

# Step 4

- Once signed in, you will have **access** to the payment site
- **Note:** this does not allow you access to detailed student information, only access to submit a payment on behalf of the student. If additional information is needed regarding the student's account, the student will need to complete a **FERPA** form online through their student portal



**Student Financial Services**

**MAKE A PAYMENT ONLINE  
AS AN AUTHORIZED USER**



# Step 1

- Once on the payment site, click on **Make a Payment** (either on the top left or bottom right of the page)

The screenshot displays the 'Overview' page of a student account for CSU San Bernardino. The user is identified as Cody Coyote. The page includes a sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, Help, and Sign Out. The 'Make a Payment' option is highlighted. The main content area shows a 'Summary' section stating that the account has no outstanding charges. Below this, there is a section for 'Available items' with three categories: Undergraduate Tuition and Fees, Credential Tuition and Fees, and Graduate Tuition and Fees. A 'Recent transactions' table is also visible, with columns for Date, Description, Receipt, and Amount. A 'Make a payment' button is located in the bottom right corner of the page.

Overview

My Account

Overview

Make a Payment

Transactions

Help

Sign Out

CC

CSU San Bernardino

Student: Cody Coyote

Balance \$0

Summary

Your account does not currently have any outstanding charges.

MISCELLANEOUS UNIVERSITY FEES:

Available items

Undergraduate Tuition and Fees  
Freshmen, Sophmores, Juniors, a...

Credential Tuition and Fees  
Postbaccalaureate and Graduate, ...

Graduate Tuition and Fees  
Postbaccalaureate and Graduate, pay your Tuil...

Recent transactions

Date	Description	Receipt	Amount
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Make a payment

# Step 2

- **Select** the applicable item you wish to pay, or click on **View all items** for a full list of items to pay
- For the purposes of this guide, the example will be using Undergraduate Tuition and Fees

Step 1 of 3: Pay amount  
1-2-3

Available items

**Undergraduate Tuition and Fees**  
Freshmen, Sophmores, Juniors, and Seniors, pay your Tuition and fees, Non-resident fees, WICHE WUE fees, SOAR, Late Registration, or make the 1st payment of your Installment Payment Plan.  
[View category](#)

**Credential Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Graduate Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Professional fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Doctoral Tuition and Fees**  
Doctoral students, pay your Tuition fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Records and Document Fees**  
Pay for Change of Major, Grad Checks, Change of Programs, etc.  
[View category](#)

**College of Education Student Services**  
Pay for Credential Evaluations, Completion of Level 1 Requirements, and Program Admissions File fees.  
[View category](#)

View all items



# Step 3

- Select the applicable item you wish to pay, **add to payment** and select **pay now**

1

×

Make a Payment

Available items

Items

Spring 0-6 Units Undergraduate

\$2,896.55 [View details](#)

Spring 6.01+ Units Undergraduate

\$4,252.55 [View details](#)

SPRING DIFFERENCE PT-FT UNDERGRADUATE

\$1,356.00 [View details](#)

UNDERGRADUATE NON-RESIDENT TUITION FEE

\$444.00 [View details](#)

Pay your non-resident tuition fee. Non-resident tuition fees are charged in addition to California resident Tuition Fees and apply to non-residents of California including international (visa) students.

2

×

Available items

Item details

Spring 0-6 Units Undergraduate

\$2,896.55

Enter an amount

\$2,896.55

×

Cancel

Add to payment

3

✓

Item added!

Do you want to pay now or add more items?

Pay now

Add more

# Step 4

- Scroll down and click on **Checkout**

Step 1 of 3: Pay amount

1-2-3

Selected items

Description	Quantity	Amount	View details	Remove
Spring 0-6 Units Undergraduate		\$2,896.55	<a href="#">View Details</a>	<a href="#">Remove</a>
Total				\$2,896.55

Would you like to pay for something else?

Available items

**Undergraduate Tuition and Fees**  
Freshmen, Sophmores, Juniors, and Seniors, pay your Tuition and fees, Non-resident fees, WICHE WUE fees, SOAR, Late Registration, or make the 1st payment of your Installment Payment Plan.  
[View category](#)

**Credential Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Graduate Tuition and Fees**  
Postbaccalaureate and Graduate, pay your Tuition and fees, Non-resident fees, Professional fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Doctoral Tuition and Fees**  
Doctoral students, pay your Tuition fees, Non-resident fees, Late Registration, and make your 1st payment of your Installment Payment Plan.  
[View category](#)

**Records and Document Fees**  
Pay for Change of Major, Grad Checks, Change of Programs, etc.  
[View category](#)

**College of Education Student Services**  
Pay for Credential Evaluations, Completion of Level 1 Requirements, and Program Admissions File fees.  
[View category](#)

View all items

\$2,896.55

CancelCheckout

# Step 5

- Select your **payment method**

Step 2 of 3: Payment method

✓

2

3

How would you like to pay?

Payment amount

\$2,896.55

\* Payment method

New credit or debit card

New bank account

New 529 Savings Plan

International payment

# New Credit or Debit Card

- **Enter** all required (indicated by **\***) information and click **continue**
- **Note:** you can save your card information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- **Note:** a non-refundable 2.65% service fee is charged for all online credit/debit card transactions
- **Note:** In person credit card payments are **not** accepted

### How would you like to pay?

**Payment amount**  
\$2,896.55

**\* Payment method** [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard UnionPay VISA

**\* Card number**

! Card number required

**\* Expiration date** **\* Security code** i

MM / YY

**\* Zip/Postal code**

International cardholders may input "N/A"

☐ Save card for future use

# New Bank Account

- **Enter** all required (indicated by **\***) information and click **continue**
- **Note:** you can save your bank account information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)
- **No** service fee charged

How would you like to pay?

Payment amount  
\$2,896.55

\* Payment method [Change](#)

New bank account

**i Important:** Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

Enter check information (DO NOT ENTER DEBIT OR CREDIT CARD NUMBER)

\* Account holder name

① Account holder name required

\* Account type

☐ Checking

☐ Savings

\* Routing transit number i

\* Bank account number ① \* Confirm bank account number

☐ Save bank account for future use

Bank account terms and conditions

By clicking the, "I agree", box below, you authorize California State University San Bernardino (CSUSB) to initiate a single ACH/electronic debit from the bank account indicated in this web form for the noted amount on today's date. I understand that because this is an electronic transaction, these funds may be withdrawn from my account on or after the above noted transaction date. I understand that in the event I need to revoke this payment I must contact CSUSB Student Financial Services (909) 537-5162 between 8:00 AM - 5:00 PM PST of the transaction date.

☐ I agree

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

# New 529 Savings Plan

- **Enter** all required (indicated by **\***) information and click **continue**
- **Note:** you can save your 529 savings plan information for a quicker checkout process in the future (this is *not* direct deposit or auto pay)

### How would you like to pay?

**Payment amount**  
\$2,896.55

**\* Payment method** [Change](#)  
New 529 Savings Plan

Many 529 savings plans can be used to make payments on this website but not all 529 vendors and/or plans are currently supported. Your 529 vendor may also assess a service fee.

**\* 529 savings plan name**  
Select...

**\* 529 savings plan account number**  

11 characters

**529 service fee**  
\$0.00  
This fee will be deducted from your 529 plan account in addition to the requested withdrawal amount

☐ Save 529 savings plan for future use

**529 savings plan terms and conditions**

There is a 529 service fee associated with this payment method which will be deducted from your 529 plan account in addition to the requested withdrawal amount. If you set up a recurring payment plan, the 529 service fee will only be deducted the first time you make a payment from your 529 plan account. Using this 529 account payment method is an optional service. For additional 529 payment options, please visit your 529 plan's website.

☐ I have read and agree to the 529 savings plan terms and conditions.

Click on continue and you will be redirected to the 529 savings plan website where you will be asked to log in with your 529 savings plan account username and password.

After logging in, you will be able to review your account balance and choose to pay with your 529 savings plan or cancel to return and select a different payment method.

Only payments that are equal to or less than 90% of your 529 savings plan account balance will be permitted.

# International Payment

- **Select** the country you are paying from and complete all steps required for payment following your selection
- **Note:** international payments may take several days to be received. Please plan your payments accordingly with all payment deadlines

### How would you like to pay?

Payment amount

\$2,896.55

\* Payment method [Change](#)

International payment

\* What country are you paying from?

Select... ▼